

POLICY

Residential juvenile justice facilities providing education services must maintain a record of student attendance. Additionally, each facility must document the impact of absences and tardiness on the student's academic progress and take appropriate corrective action.

PURPOSE

To ensure continuity in the delivery of education services.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Facility director or designee.

**ATTENDANCE
RECORDS**

The facility director or designee must maintain a record of student attendance. Records of attendance must be entered into the Juvenile Justice Information System. Records must include classes that each youth is required to attend and:

- Excused absences.
- Unexcused absences.
- Total absences.
- Instances of tardiness.

The facility director or designee must also ensure that cases where attendance issues affect academic performance are documented in case notes and section D5 of the Strengths and Needs Reassessment in the information system. Documentation must include the amount, nature, and cause of absences during a treatment plan reporting period, their impact on academic progress, corrective actions taken, and an evaluation of the effectiveness of these actions.

The facility director or designee must ensure that each teacher has a standard procedure for:

- Taking and documenting daily attendance.

- Ensuring that the location of each youth who is not in class as scheduled is understood.
- Completing make-up work or homework as appropriate to avoid falling behind in studies.

AUTHORITY

Social Welfare Act, 1939 PA 280, as amended, MCL 400.115a
(1)(l)